

SECNAVINST 5300.36  
31 MAY 1995

## Appendix L

### FORMAT FOR APPLYING FOR THE ACQUISITION PROFESSIONAL COMMUNITY

From: (Name, military rank or civilian title, series, and grade, and activity name and address)  
To: (Management official authorized to select APC members. Note: see paragraph 4 on the back of this format.)  
Via: (As determined by command)

Subj: APPLICATION FOR THE ACQUISITION PROFESSIONAL COMMUNITY (APC)

1. I certify that I meet all of the following requirements.

a. I am a GS/GM 13, or above, in the Department of the Navy (DON) acquisition workforce OR have been selected to a GM-14 acquisition position from outside DON OR am serving in military grade O-4, or above.

b. I have a bachelor's degree from an accredited institution OR had 10 years of acquisition experience as of 1 October 1991 OR was serving in an acquisition position on 1 October 1991 and have 24 semester credit hours in any one or a combination of the business disciplines listed on the back of this format.

c. I have 24 semester credit hours in business disciplines OR 24 semester credit hours in my acquisition career field and either 12 semester credit hours in business subjects or passed DOD approved examinations in these disciplines OR had 10 years of acquisition experience as of 1 October 1991.

d. I have 4 years of acquisition experience.

e. My primary acquisition field is (name of primary acquisition career field). I have been certified at level II or III in my primary acquisition career field OR have completed all mandatory level II or III training in my primary acquisition career field.

2. I do not meet (state specific requirement, e.g., 4 years of acquisition experience) but have received and attached a copy of an APC selection standard waiver.

Applicant's signature and date

\_\_\_\_ Recommend Approval  
\_\_\_\_ Recommend Disapproval

\_\_\_\_\_  
Supervisor's signature, title, and date

\_\_\_\_ Approved  
\_\_\_\_ Disapproved

\_\_\_\_\_  
Signature of official authorized to select APC members, title, and date

Distribution (after approval):

Original to civilian HRO, BUPERS (PERS-447), or CMC, Code MMOA-3  
Copy to applicant

Appendix L to  
Enclosure (1)

31 MAY 1995

## INSTRUCTIONS

1. Follow the APC application format as it is vital that all required information be provided. Review part 2, chapter IV, paragraph 4 for APC membership criteria. The requirement in paragraph 1a of the format APC application must be met and cannot be waived. The requirements in paragraphs 1b through e of the format for APC applications must be met or a waiver must be approved.
2. General information on APC selection standard waivers. (See part 2, chapter IV, paragraphs 9 and 10 for details.)
  - a. Only persons in or tentatively selected for CAPs may be granted waivers to become an APC member. Applicants with a waiver of any APC selection standard must attach the approved waiver to the application.
  - b. The grade/rank requirements in paragraph 1a of the format APC application shall not be waived.
3. The applicant shall forward the complete application including the waiver, if appropriate, to his or her immediate supervisor.
4. If the immediate supervisor recommends the applicant for APC membership, he or she shall sign and date the application and forward it to the official authorized to select APC members (this authority may be delegated as low as the first level supervisor). If the supervisor recommends disapproval, he or she shall sign and date the application, provide written reasons for recommending disapproval, and forward the application to the official authorized to select APC members.
5. The APC selecting official shall approve or disapprove the APC membership. For civilians, the selecting official shall forward the original approved application and any supporting documentation to the servicing HRO for processing into DCPDS and filing in a permanent personnel record. For Navy officers, the original shall be sent to BUPERS (PERS-447) for processing and retention in a permanent personnel record. For Marine Corps officers, the original shall be sent to CMC, Code MMOA-3, for processing and retention in a permanent personnel record. The selecting official shall return a copy of the approved application to the employee. Disapproved requests shall be returned to the applicant.
6. Business Disciplines. (Refer to paragraphs 1b and c of the APC format application) Business disciplines are: accounting; business finance; law; contracts; purchasing; economics; industrial management; marketing; organization and management; and quantitative methods. Quantitative methods courses are those courses in mathematics applied to business and management such as statistics, operations research, and mathematics normally taught in schools of business or management. Pure mathematics, e.g., calculus and differential equations, should not be considered quantitative methods.